

TRANSMITTAL SLIP 19 September 79

TO: Deputy Director of Administration

ROOM NO. 7D18 BUILDING Hqs.

REMARKS:

This is to confirm your lecture to the Administration Directorate: Trends and Highlights class on the day and time, and at the location indicated, on the attached schedule.

If you have any questions concerning this, please have your office call me or the Training Assistant, Pat

on extension

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FROM:

ROOM NO. 926

BUILDING C of C

EXTENSION

SECRET

DDA Registry
File TRAINING-3

ADMINISTRATION DIRECTORATE: TRENDS AND HIGHLIGHTS

Course No. 4-79

(Seventieth Running)

25-28 September 1979

25X1

25X1

Seminar Room, Administration Building

Course Director:
Training Assistant:

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OFFICE OF TRAINING

Room 926, Chamber of Commerce Building
Extensions

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Course Objectives

The objective of this course is to update DDA Careerists' awareness and understanding of current activities, problems, and trends in the Administration Directorate and its components.

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Reference Material

The following reference materials are available for your use during the course. You should familiarize yourself with them so that you will know what is available and where to request copies for your later in-depth study.

Executive Order 12036, U.S. Foreign Intelligence Activities, 26 January 1978

Chart showing the Organization Under Executive Order 12036

DDA Personnel Management Handbook

DDA Organization and Functions, March 1978 (CONFIDENTIAL)

Equal Employment Opportunity Plan, 1 October 1978 - 30 September 1979

EEO Facts in DDA

25X1 Freedom of Information Act and Executive Order 11652 Handbook

Notes from the Director No. 29, 1 September 1978, "Protecting of Secrets"

OTR Catalog of Courses (CONFIDENTIAL)

DDA Exchange, April 1979 (SECRET)

Director of Security, CIA, Statement before the House Permanent Select Committee on Intelligence, 16 May 1979

Other Related Material

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TUESDAY, 25 September 1979

0900-0930 Course Administration and Objectives

[REDACTED]
Intelligence School
Office of Training (OTR)

25

We will spend a few minutes on the administrative details and objectives of this course.

0930-0945 Course Quiz

You will be given a quiz on the Agency in general, which focuses on the DDA. There will be no permanent record of your score, but it will help both you and the Course Director fit this course to your needs.

0945-1000 BREAK

25X1
1000-1015

Welcome [REDACTED]

The course begins with a welcome from the Director and Staff [REDACTED]

25X1

25

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1015-1055 Film - "The Power of Listening"

This film discusses the communication activity for which we have the least formal training, yet which occupies much of our time. At the end of the film, your instructor will briefly discuss some basic rules for good listening.

1055-1105 BREAK

1105-1200 Introduction Exercise

One of the principle resources for learning about the Directorate of Administration is your classmates. This exercise will enable you to better gain and share information with your classmates.

1200-1300 LUNCH

TUESDAY, 25 September 1979 (Continued)

1300-1415 Issues and Questions

The class will be divided into five groups and each group will select issues/questions which they would like to have the speakers in the course address.

1415-1425 BREAK

1425-1615 Videotape and Discussion - "What You Are Is Where You Were When"

[REDACTED]

25

1630-1730 SOCIAL HOUR

1745-1845 DINNER

1900-2100 The DDA in Perspective

[REDACTED]

25

A senior MG Careerist discusses his views on the Administration Directorate, its role in the Agency, and what he believes the future holds.

Special Support
Assistant to the
DDA

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WEDNESDAY, 26 September 1979

0815-0930	<u>Equal Employment Opportunity in the DDA</u>	<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> DDA/EEO Officer	25
25X1	<p>The Agency is committed to effective EEO and Upward Mobility programs. The class will be divided into groups to discuss the positive and negative aspects of these programs. <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> will address the issues raised by the discussion groups.</p>		
0930-1045	<u>Personnel Management in CIA</u>	<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Deputy Director of Personnel for Plans and Control	25
25X1	<p>The Office of Personnel serves your career needs from the time you enter on duty until your retirement. Miss <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></div> will discuss her office and the major policy decisions that are changing personnel management in the Agency.</p>		
1045-1055	BREAK		
1055-1200	<u>Training for Tomorrow</u>	<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Deputy Director of Training, OTR	25
25X1	<p>The training available to Agency employees will be reviewed, with special emphasis on the courses that are most useful to DDA Careerists. <div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> welcomes questions about specific courses that are of interest to you.</p>		
1200-1300	LUNCH		
1300-1355	<u>Logistical Support of Agency Activities</u>	<div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div> Executive Officer, Office of Logistics	25
25X1	<p><div style="border: 1px solid black; width: 80px; height: 15px; display: inline-block;"></div> will discuss the role of the Office of Logistics in support of Agency operational activities, with emphasis on specific recent projects. He will also describe the changing image of Logistics with respect to current trends such as the decline in overseas positions, increased automation, and the increasing impact of federal regulatory agencies.</p>		
1355-1405	BREAK		

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WEDNESDAY, 26 September 1979 (Continued)

1405-1500 Physical and Mental Health in CIA

[redacted]
Clinical Activities
Division, OMS

25

The Office of Medical Services operates
an extensive program of clinical,

[redacted] services
at home and abroad. Our speaker will
highlight various facets of this vital
support to Agency people.

1500-1510 BREAK

1510-1615 Agency Media Relations

[redacted]
Office of Public
Affairs

25

25X1

[redacted] will discuss Agency Media
Relations, highlighting former contacts
and cooperation, as well as leaks and
inaccuracies.

1630-1730 Social Hour

1730-1830 DINNER

1900-2030 Freedom of Information and Privacy Acts

[redacted]
Assistant for
Information to
the DDA

25

25X1

[redacted] will discuss the activities of
his office, with special emphasis on the
Freedom of Information Act and the Privacy
Act.

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THURSDAY, 27 September 1979

5X1

[REDACTED]

0830-0915

An Overview of Communications

[REDACTED]

25

25X1

[REDACTED] will briefly describe the activities of his office and the outlook for the future in terms of advancing technology.

Director of
Communications

0915-0930

BREAK

25X1

0930-1145

[REDACTED]

[REDACTED]

25

1145-1200

1200-1300

1300-1400

[REDACTED]
Technical Security
Division, Office
of Security

25

1400-1410

BREAK

1410-1600

Group Discussion

Each discussion group will meet to determine to what extent the issues and questions identified on the first day were covered. A spokesman will then report to the class on their perception of the Administration Directorate and future trends.

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THURSDAY, 27 September 1979 (Continued)

1730-2100

PICNIC - An Evening with the
Deputy Director of Administration

Donald I. Wortman
Deputy Director
of Administration

This will be your opportunity to meet with Mr. Wortman, the Deputy Director of Administration, and to hear his views on the future of the Directorate.

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FRIDAY, 28 September 1979

0800-0830 Post Course Quiz

0830-0930 Videotape - "What You Are Isn't Necessarily
What You Will Be"

0930-0945 BREAK

0945-1045 Computer Support to Agency Activities

[REDACTED]
Executive Officer
Office of Data
Processing

25

25X1

The CIA can no longer perform its mission without the computer. It has become an indispensable tool in the design and management of collection systems, in the analysis and production functions, and in our day-to-day management. [REDACTED] will acquaint you with the use of computers in CIA and describe the role and responsibility of his office and the services it offers.

1045-1055 BREAK

1055-1155 Financial Operations in CIA

[REDACTED]
Deputy Director,
Audit & Surveys

25

25X1

The job of administering financial operations is complex. Increasing pressures for timely and accurate financial data, together with changes in external requirements, require continual updating of procedures and techniques and careful supervision of operations to assure the basic integrity of the financial accounting and reporting system from which such data are produced. [REDACTED] will provide some insight to the manner in which this, as well as the many other missions of the Office of Finance, are satisfied.

1200-1300 LUNCH

1300-1430 Security Today

Robert W. Gambino
Director of Security

Our wrapup speaker will present an overview of the missions and functions of the Office of Security, stressing new developments and future trends. He will share his views on the future of the Administration Directorate and attempt to answer any remaining questions you may have.

1430-1500 Final Administration and Course Evaluation

GOOD LUCK!

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